



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Atlanta, Georgia 30334	Application Number 81-131	
Application Number		Date Received FEB 24 1981	Date Completed FEB 27 1981
2. Person to Contact Faye G. Craig		Working Title Administrative Secretary	Telephone Number 656-6711
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1980 To Date		5. Records Series Title (followed by title used in office, if different) OVE Local Education Meetings and Workshops Request Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Vocational Education (OVE) is responsible for providing executive management and leadership for the state vocational education program; for the development, execution and maintenance of the state plan for vocational education; and for assisting the 187 school system and 24 area vocational technical institutions in providing effective vocational education programs that meet the needs of local communities throughout Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: approving quarterly requests from Vocational Education division directors for staff participation in meetings, workshops, etc. Included are: "Request for Meetings and Workshops" forms containing name of meeting or workshop, time and date of meeting, list of staff members expected to participate, and projected travel expenses. File is arranged: chronologically by calendar quarter.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old 0 ; Thirteen to twenty-four months old 0 ; twenty-five months and older 0 ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) 2" per quarter			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Division Director's Files</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1/4</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Needed for reference during current calendar quarter to verify approval.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Calendar quarter then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>2/23/81</u>	<u>Walker L. Baumgardner</u>	<u>2-23-81</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<u>[Signature]</u>	<u>2-26-81</u>
		<u>Carroll Hart</u>	<u>2-26-81</u>
		<u>[Signature]</u>	<u>2-27-81</u>